

The granting of maintenance allowances has been carefully regulated, and the maintenance of minors properly supervised.

The use of standard paragraphs in correspondence as an aid to the elimination of dictation has been recommended to officers.

Standard Board papers have been introduced in connection with the work of the Public Trust Office Investment Board.

The relations existing between the Office and the legal profession have been improved.

Limited authority for the expenditure of amounts for current expenses has been granted to Local Deputy Public Trustees and District Managers.

Improved methods of preparing vouchers and claims have been introduced, and considerable savings of labour and stationery have resulted.

The duties of many classes of officers have been defined in detail, and further classes of duties will be mapped out as time permits.

War-loan certificates to the value of £965 are being purchased by the staff on the instalment system under a scheme sanctioned and financed by the Office.

The Local Deputy Public Trustees and District Managers at Christchurch, Dunedin, Wanganui, and Masterton have been relieved of bankruptcy duties.

The Local Deputy Public Trustee, Auckland, has visited the Tongan Group on matters connected with estates under administration by the Office.

Regulations governing the custody of jewellery and other valuables have been prepared and issued.

Improvements have been effected to the safe-deposit vault at Wellington.

Women officers who are skilled typists have been appointed to type simple statements of accounts direct from the ledgers.

Monthly reports on the conduct of the work have been obtained from all Divisional Heads.

The work of preparing all land- and income-tax returns has been undertaken by one officer.

Women officers have been largely employed on record work, thus enabling male cadets to be released for other duties.

The Post and Telegraph Department has acted as purchasing agent for all stores and supplies required by the Public Trust Office, and the scheme has worked with great smoothness.

Additions to the office furniture and equipment have been provided, and standard tables have been supplied to clerks and typists.

One hundred and fifty standard forms have been introduced and others are in course of introduction.

Arrangements are being made to obtain the services of a competent man to conduct the whole of the insurance work of the Office.

An improved system for the custody of deeds has been introduced.

The following table contains interesting information indicating the progress of the Office during the past decade :—

Year.	Total Value of Estates in Office, including Unrealized Assets.	Funds at Credit of Estates and Accounts.	Interest credited to Estates.	Bonus granted to Estates.	Gross Income.	Expenditure.	Net Profits.	Assurance and Reserve Fund.	Investment Fluctuation Reserve Fund.
	£	£	£	£	£	£	£	£	£
1909 ..	6,399,567	2,850,111	78,937	..	36,804	25,954	10,850	30,499	..
1910 ..	7,358,947	3,414,168	85,716	..	41,433	29,695	11,738	35,162	..
1911 ..	8,112,342	4,287,195	104,098	..	46,069	34,828	11,241	39,621	562
1912 ..	9,493,959	5,070,305	172,907	..	64,873	38,954	25,919	50,832	2,595
1913 ..	11,268,311	5,799,446	202,439	..	72,067	44,156	27,551	59,753	4,765
1914 ..	12,282,883	6,366,707	230,062	..	82,517	53,295	29,222	112,209	7,915
1915 ..	13,580,936	7,096,420	256,806	..	88,296	55,788	32,508	139,721	11,439
1916 ..	13,598,744	7,082,288	281,700	25,000	103,763	57,655	46,108	177,416	15,047
1917 ..	15,065,583	8,058,886	287,818	27,000	129,008	70,146	58,862	186,554	19,344
1918 ..	17,153,031	9,004,057	317,633	30,000	162,614	94,012	68,602	216,090	24,373
Increase in preceding 12 months)	2,087,448	945,171	29,815	3,000	33,606	23,866	9,740	29,536	5,029